



## COVID-19 INFORMATION

### How Do I get paid?

PTO will be used to cover any missed time. You can also complete PowerDMS to make up some of the missed time, just make sure to contact your scheduler about the hours/time you worked.

If you do not have enough PTO to cover your missed time please contact Kacie in HR, prior to the Tuesday of the Pay week.

If you feel that you contracted Covid-19 at work please contact Ginger in HR to file a workers compensation claim.

### I tested Positive, What do I do now?

- \* Make sure to answer your phone or return the phone call from the nurse in your department, as soon as possible. Many of the questions they have help to decide how long you will need to stay out of work.
- \* Check with your supervisor if there is any work you can complete from home.
- \* Make sure to ask the nurse if /when you should get retested before returning.

### Contact Info

Joanne at MH: 541-704-4255 or [joanneb@mennonitevillage.org](mailto:joanneb@mennonitevillage.org)

Shawna at MH: 541-704-4238 or [shawnam@mennonitevillage.org](mailto:shawnam@mennonitevillage.org)

Heidi at LH: 541-704-4234 or [heidir@mennonitevillage.org](mailto:heidir@mennonitevillage.org)

Megan at QR: 541-704-4244 or [megant@mennonitevillage.org](mailto:megant@mennonitevillage.org)

Ginger—HR: 541-704-4204 or [gingerr@mennonitevillage.org](mailto:gingerr@mennonitevillage.org)

Kacie—HR: 541-704-1086 or [kaciem@mennonitevillage.org](mailto:kaciem@mennonitevillage.org)

## Mennonite Village Covid-19 Leave Request Form

Employee Name: \_\_\_\_\_  
(Please print)

I. Vaccination – Date of vaccine (up to 4 hours) \_\_\_\_\_  
 Reaction to Vaccine - Date & hours scheduled \_\_\_\_\_

II. Healthcare provider suspects that I have Covid-19.  
 I have provided documentation to HR.

III. Date Positive test non-work-related result came back: \_\_\_\_\_

Dates(s) of **scheduled** shifts missed due to one of the above reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did you complete all assigned PowerDMS and any other work from home tasks that you were assigned?

If yes, did you already let your scheduler know the hours you worked?  
\_\_\_\_\_

If no, why were you unable to complete these tasks?  
\_\_\_\_\_

\_\_\_\_\_  
Employee Signature or Supervisors Signature

\_\_\_\_\_  
Date:

**FOR HR USE ONLY:**

- PTO hours available \_\_\_\_\_
- WFH hours \_\_\_\_\_
- Approved for \_\_\_\_\_ hours
- Denied for \_\_\_\_\_ hours